

## **INSTRUCTIONS FOR PREPARATION AND SUBMISSION OF FINAL PRETRIAL ORDER**

Counsel are directed to meet in advance of the pretrial conference and jointly develop the contents of the proposed Final Pretrial Order which shall be presented for the court's approval ***no later than five days before the final pretrial conference***. Also, attention is directed to Fed. R. Civ. P. 16(d), which provides, in pertinent part, that “[t]he conference shall be attended by at least one of the attorneys who will conduct the trial for each of the parties and by any unrepresented parties.”

Listed on the following pages is a format for matters to be included in the Final Pretrial Order. For convenience of the court, counsel, and any *pro se* party, the sequence and terminology in this format should be used in the preparation of the Final Pretrial Order. The bracketed and italicized information on the form explains what the court expects.

**Proposed pretrial orders shall be double-spaced in accordance with D.C.Colo.LCivR 10.1E., even though the instructions in the following format for the proposed final pretrial order are single-spaced.**

The proposed order must be delivered on paper, original and one copy, directly to chambers. DO NOT USE ELECTRONIC FILING.

IN THE UNITED STATES DISTRICT COURT  
FOR THE DISTRICT OF COLORADO

Civil Action No.

@,

Plaintiff(s),

v.

@,

Defendant(s).

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**FINAL PRETRIAL ORDER**

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**1. DATE AND APPEARANCES**

**2. JURISDICTION**

*[A statement of the basis for subject matter jurisdiction with appropriate statutory citations. If jurisdiction is denied, give the specific reason for the denial.]*

**3. CLAIMS AND DEFENSES**

*[Summarize the claims and defenses of all parties, including the respective versions of the facts and legal theories. Do not copy the pleadings. Identify the specific relief sought. Eliminate claims and defenses which are unnecessary, unsupported, or no longer asserted.]*

**4. STIPULATIONS**

*[Set forth all stipulations concerning facts, evidence, and the applicability of statutes, regulations, rules, ordinances, etc.]*

## 5. PENDING MOTIONS

*[List any pending motion to be decided before trial, giving the filing date and the filing date of any briefs in support or opposition. Include any motions on which the court has expressly postponed ruling until trial on the merits. If there are no pending motions, please state, “None.”]*

## 6. WITNESSES

a. List the non-expert witnesses to be called by each party. List separately:

- (1) witnesses who will be present at trial (*see* Fed. R. Civ. P. 26[a][3][A])
- (2) witnesses who may be present at trial if the need arises (*see* Fed. R. Civ. P. 26[a][3][A])

b. List the expert witnesses to be called by each party. List separately:

- (1) witnesses who will be present at trial (*see* Fed. R. Civ. P. 26[a][3][A])
- (2) witnesses who may be present at trial if the need arises (*see* Fed. R. Civ. P. 26[a][3][A])

**ADDITIONAL INSTRUCTION:** With each witness's name, set forth (1) the witness's address, (2) a short statement as to the nature and purpose of the witness's testimony, and (3) whether he or she is expected to testify in person or by deposition.

## 7. EXHIBITS

a. List the exhibits to be offered by each party and identify those to be stipulated into evidence. This list should be specific enough so that other parties and the court can understand, merely by referring to the list, each separate exhibit which will be offered. General references such as “all deposition exhibits” or “all documents produced during discovery” are unacceptable.

(1) *Plaintiff(s):*

(2) *Defendant(s):*

(3) *Other parties:*

***[The following paragraph shall be included in the Final Pretrial Order:]***

b. Copies of listed exhibits must be provided to opposing counsel no later than five days after the Final Pretrial Conference. The objections contemplated by Fed. R. Civ. P. 26(a)(3) shall be filed with the clerk and served (by hand delivery or facsimile) no later than eleven days after the exhibits are provided.

## **8. DISCOVERY**

Use the following language:

Discovery has been completed. **[Unless otherwise ordered, upon a showing of good cause in an appropriate motion, there will be no discovery after entry of the Final Pretrial Order.]**

## **9. SPECIAL ISSUES**

List any unusual issues of law which the court may wish to consider before trial. If none, please state, "None."

## **10. SETTLEMENT**

***[Include a certification by the undersigned counsel for the parties that:]***

a. They met (in person) (by telephone) on \_\_\_\_\_, 19\_\_\_\_, to discuss in good faith the settlement of the case.

b. The participants in the settlement conference, including counsel and the party representatives.

c. The parties were promptly informed of all offers of settlement.

d. Counsel (do) (do not) intend to hold future settlement conferences.

e. It appears from the discussion by all counsel that there is  
(a good possibility of settlement.)  
(some possibility of settlement.)  
(little possibility of settlement.)  
(no possibility of settlement.)

f. The date of the next settlement conference before the magistrate judge or other alternative dispute resolution method.

## **11. OFFER OF JUDGMENT**

*[The following paragraph shall be included in the Final Pretrial Order:]*

Counsel acknowledge familiarity with the provisions of rule 68 of the Federal Rules of Civil Procedure (Offer of Judgment) and have discussed it with the clients against whom claims are made in this case.

## **12. EFFECT OF FINAL PRETRIAL ORDER**

*[The following paragraph shall be included in the Final Pretrial Order:]*

Hereafter, this Final Pretrial Order will control the subsequent course of this action and the trial, and may not be amended except by consent of the parties and approval by the court or by order of the court to prevent manifest injustice. The pleadings will be deemed merged herein. This Final Pretrial Order supersedes the Scheduling Order. In the event of ambiguity in any provision of this Final Pretrial Order, reference may be made to the record of the pretrial conference to the extent reported by stenographic notes and to the pleadings.

## **13. TRIAL AND ESTIMATED TRIAL TIME; FURTHER TRIAL PREPARATION PROCEEDINGS**

State (1) whether trial is to the court or a jury, (2) estimated trial time, (3) situs of trial, and (4) any other orders pertinent thereto.

***[COUNSEL AND THE PARTIES SHOULD NOTE THAT THE PROCEDURES FOR SETTING AND CONDUCTING TRIAL AND FOR FURTHER CONFERENCES BEFORE TRIAL VARY ACCORDING TO THE DISTRICT JUDGE ASSIGNED TO THE CASE. THE JUDGES ALL HAVE WRITTEN PROCEDURES WHICH CAN BE OBTAINED FROM THE CLERK'S OFFICE.]***

\* \* \* \* \*

Please use the following format in the Final Pretrial Order:

DATED this \_\_\_\_ day of \_\_\_\_\_, 199\_\_.

BY THE COURT:

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United States District Judge

FINAL PRETRIAL ORDER SUBMITTED:

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(Name)  
(Address)  
(Telephone Number)  
Attorney for Plaintiff

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(Name)  
(Address)  
(Telephone Number)  
Attorney for Defendant

Please affix counsel's' signatures before submission of the Final Pretrial Order to the court.